

U.S. EMBASSY KUWAIT

VACANCY ANNOUNCEMENT NO. 024-12

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: EDUCATION ADVISOR
FSN-6002-09*; FP-05(step 1 through 4) **

OPENING DATE: July 9, 2012

CLOSING DATE: July 22, 2012

WORKING HOURS: FULL-TIME; 40 hours per week
(Occasionally may be required to work evenings and weekends)

SALARY: Full performance level:

Not-Ordinarily Resident (NOR):
US\$ 42,948 p.a. (Starting Salary); Position Grade: FP-05
(step 1 through 4)
(Final grade/salary to be determined by HR/OE – NEA/EX/HRD)**

Ordinarily Resident (OR): KD 10,502 p.a. (Starting Salary)
Position Grade: FSN-09
*** Actual grade and salary will be based on the qualifications of the applicant.**

The U.S. Embassy in Kuwait is seeking an individual for the position of an Education Advisor to work in the Public Affairs Office.

Important note:

Ordinarily Resident (OR) applicants must have the required work and/or residence permit to be eligible for consideration. (This applies to all foreign nationals (US and non-US citizens) residing in Kuwait).

All applicants (US citizen and non-US citizens) who are family members of USG employees officially assigned to post and NOT under Chief of Mission authority must be residing in country and have the required work and/or residency permits to be eligible for consideration.

All US Citizens (USEFMs, EFMs, or MOHs as defined below) of US Government Employees assigned to the Mission and under Chief of Mission authority are eligible for consideration. A US Citizen EFM does not have to be residing in country to be considered but the sponsoring officer under COM authority does have to be officially assigned to post.

TO APPLY

Interested applicants for this position **must** submit the following **or the application will not be considered.**

1. Application for US Federal Employment (DS-174) which is available on the Embassy's site: <http://kuwait.usembassy.gov> and/or
2. A current résumé or curriculum vitae that provides the **same information** as the DS-174 (specifically section 1-24 of the DS-174)
3. Copy of the high school certificate/university degree (per the requirement of the position).
4. Copy of the Civil ID or passport copy including the residence permit page.
5. Candidates who claim US Veterans preference **must** provide a copy of the form DD-214.

SUBMIT APPLICATION **BEFORE THE CLOSING DATE TO:**

Human Resources Office
American Embassy Kuwait
Bayan, Block 13, Al-Aqsa Mosque Street

OR Email the application to: HROKuwait@state.gov

Please note that incomplete applications will not be accepted.

BASIC FUNCTION OF THE POSITION

The incumbent works under the supervision of the Public Affairs Officer and the Cultural Affairs Officer, the Education Adviser coordinates educational advising at all levels (high school, undergraduate, postdoctoral) for Kuwaitis who would like to study in the U.S. S/he develops and maintains personal contact with members of all education-related institutions, organizations and ministries in Kuwait, as well as with the Kuwaiti Cultural Offices in Washington, D.C. and Los Angeles, CA. S/he also maintains contact with U.S. based university representatives, higher education fair organizers, and other individuals involved in higher education activities. Provide best possible information for all prospective students, the Adviser organize and administers thematic programs and workshops and school presentations on U.S. higher education.

Duties include:

1. Maintains regular contact with high-level Kuwaiti officials in media and government circles, should have Develops and maintains personal contact with members of education-related institutions, organizations, ministries in Kuwait and the Kuwaiti Cultural Office in the U.S., including deputy and assistant ministers, deans, school directors, principals, school counselors, faculty members, testing center supervisors, and other key education officials.
2. Plans, schedules, organizes and administers thematic programs such as: seminars, orientations, workshops and school presentations. Program topics include: undergraduate study, graduate study, distance education, cultural adjustment, pre-departure and college admission counseling.
3. Analyzes, advises and reports on changes and trends in the education systems of Kuwait and the U.S. and incorporates findings into education briefing and other published Education USA Advising Center materials. Creates, maintains, and updates Education USA Advising Center documents and resource materials such as: education briefing, standardized testing information and student handouts.

4. Under the direction of the CAO, has major responsibility for formulating and recommending Kuwait-wide policy and procedure to promote legitimate U.S. educational interests. This entails working with Embassy-wide sections as well as designated individuals in the ECA bureau.
5. Executes all advising responsibilities pursuant to achievement of above objectives, including outreach to schools, consultation on accreditation, guidance on authentication of U.S. Department of Education recognized degrees, education-related advice to schools, ministries, students, parents, daily one-on-one counseling, and providing school advisers in-country on-going, continuous support. Administrative tasks include reporting, recording, and maintaining accurate education-related data for reference purposes, such as timeline of developments, media articles, political cartoons and websites.
6. Develops and maintains personal contact with members of education-related institutions, organizations, ministries in Kuwait and the Kuwaiti Cultural Office in the U.S., including deputy and assistant ministers, deans, school directors, principals, school counselors, faculty members, testing center supervisors, and other key education officials. Maintains professional relationships with U.S.-based university admissions officials, international student directors, higher education fair organizers, and other key education figures.
7. Plans, schedules, organizes and administers thematic programs such as: seminars, orientations, workshops and school presentations. Program topics include: undergraduate study, graduate study, distance education, cultural adjustment, pre-departure and college admission counseling. Recommends and contacts target audience for inclusion in programs. Advises host country's target audience on education-related topics. Responds to inquiries from U.S. higher education institutions, organizations, and electronic list serves regarding Kuwait.
8. Analyzes, advises and reports on changes and trends in the education systems of Kuwait and the U.S. and incorporates findings into education briefing and other published Education USA Advising Center materials. Creates, maintains, and updates Education USA Advising Center documents and resource materials such as: education briefing standardized testing information and student handouts. Presents Education Briefing on Kuwait to U.S. colleges, universities, visitors and staff at national conferences, as well as invitational events
9. Executes all advising responsibilities pursuant to achievement of above objectives, including outreach to schools, consultation on accreditation, guidance on authentication of U.S. Department of Education recognized degrees, education-related advice to schools, ministries, students, parents, daily one-on-one counseling, and providing school advisers in-country on-going, continuous support. Administrative tasks include reporting, recording, and maintaining accurate education-related data for reference purposes, such as timeline of developments, media articles, political cartoons and websites. Develops and updates education page content for U.S. Embassy website. Compiles database of students who have studied in the U.S. Creates annual and monthly reports reflecting call volume, student contact, outreach and overall education office functions.

QUALIFICATIONS REQUIRED:

1. Completion of Bachelor's degree in Education, Social Sciences, HR Management, Psychology, International relations or related field.
2. Three years of relevant professional experience in academic environment with significant responsibility for verbal and written communications, academic resources, high level of interaction with students and professional staff.
3. Level IV (Fluent) in English and Level III (good working knowledge) in Arabic, in writing, reading, and speaking. **Language skills will be tested.**
4. Incumbent must have knowledge of the scope of the US University system - this includes colleges as well as advanced degree granting institutions and boarding schools. Must develop in-depth understanding of the functions and policies of the Mission and especially PAS. Must develop in-depth knowledge of student visa requirements and work with Consular Section to ensure that students are knowledgeable about their responsibilities in the visa process.
5. Skill in the use of MS Office, Powerpoint, and social media programs including Facebook, Twitter, YouTube and Flickr.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

Only those qualified applicants will be called for a test/interview.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – **For purposes of receiving a preference in hiring for a qualified position, an EFM** who meets the following criteria:
 - US Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
2. EFM: An individual related to a US Government employee in one of the following ways:
 - Spouse;
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a US Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
 - Not an EFM; and,
 - Not on the travel orders of the sponsoring employee; and,
 - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.
4. Not Ordinarily Resident (NOR) – An individual who:
 - Is not a citizen of the host country; and,
 - Does not ordinarily reside (*OR*, see below) in the host country; and,
 - Is not subject to host country employment and tax laws; and,
 - Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:
 - Is locally resident; and,
 - Has legal, permanent resident status within the host country; and,
 - Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: COB July 22, 2012

An equal opportunity Employer

The US Mission in Kuwait provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.